

**DOWNTOWN ORILLIA MANAGEMENT BOARD
SPECIAL MEETING
MINUTES**

January 22, 2013 – 6:00 pm
in the DOMB Board Room
33 Mississaga St. W.

(Accessible entrance is located at the back entrance off Andrew Street)

Present: Sarah Valiquette- Thompson, Mariano Tulipano, Susan Willsey, Bob Willsey, Eric Cathcart, Ron Spencer, Councillor Pete Bowen, Nick Raseta
Regrets: Helen DiPardo
Also Present: Lisa Thomson-Roop

1. **Open Session**
2. **Chair Election**

Motion 1:
Moved: Bob Willsey
Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board appoint Sarah Valiquette-Thompson as Chair of the board for a term ending December 31, 2013.”

Carried.

3. **Call to Order**

Motion 2:
Moved: Mariano Tulipano
Seconded: Bob Willsey

“THAT the Downtown Orillia Management Board appoint Nick Raseta as Vice Chair of the board for a term ending December 31, 2013”

Carried.

Motion 3:
Moved: Nick Raseta
Seconded: Eric Cathcart

“THAT the Downtown Orillia Management Board appoint Bob Willsey as Treasurer of the board for a term ending December 31, 2013”

Carried.

4. **Approval of Agenda- Carried**
5. **Disclosure of Interest - None Declared**

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6. Deputations

7. Minutes

November 14, 2012

November 16, 2012

November 28, 2012

Carried.

8. Closed Session (not applicable)

a. Motion to move into Closed Session

b. Closed Session Items

c. Motion to rise and report to Open Session

9. Open Session (not applicable)

10. Motions arising from Closed Session Discussions (not applicable)

11. Correspondence – Information Items

a) City of Orillia Transit Advisory Committee Minutes

b) Office of the City Clerk – Resignation of Joanne Pezzano

c) Office of the City Clerk – Chapter 105 (Revised)

d) Susan Willsey- David H Church Recreation Site (c.c)

e) Office of the City Clerk- City Of Orillia Recreation Facility (response)

f) Treasury Department – Budget Report ending October 31/12

g) Treasury Department - Detailed Trial Balance October 2012

h) Orillia Power – Christmas Light Sponsorship

i) Office of the City Clerk – DMB 2013 Budget approved

j) Office of the City Clerk – Board Vacancy and Replacement – Bylaw to be approved
January 21, 2013

k) Treasury Department- BIA Tax Adjustment – Tax Appeals

l) City Treasurer- Year-End Accounting Issues

m) Treasury Department – Budget Report

n) Treasury Department – Detailed Trial balance

o) Office of the Mayor – Tag Days Orillia Girl's Hockey Association

p) Office of the Mayor – Tag Days MS Society

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- q) Office of the Mayor – Tag Days Christmas Kettles
- r) Office of the Mayor – Tag Days Comfie Cat Shelter
- s) Office of the Mayor – Tag Days Alzheimer Society
- t) Shriners Club – Thank you for Donation
- u) G.B. Cragg – Partnership Announcement
- v) Office of Mayor – Tag Days Canadian Cancer Society
- w) Office of Mayor – Tag Days Ramara Youth Soccer Club
- x) Office of Mayor – Tag Days TAPPS Performing Arts
- y) Office of the Mayor – Tag Days Orillia & District Literacy Council
- z) Office of the Mayor – Tag Days Scottish Festival
- a.1) Office of the Mayor – Tag Days 99 Lynx Orillia
- b.1) Office of the Mayor – Tag Days Telecare

Motion 4

Moved: Bob Willsey

Seconded: Nick Raseta

“THAT the Downtown Orillia Management Board receive correspondence 11a - 11.b.1 as informational.”

Carried.

12. Correspondence – Action Items

- a) custom FRAMEWORKS – Street Cleanliness –

Direction: Send a letter to acknowledge the issue and circumstances. Prepare Staff report on maintenance equipment wish list for next board meeting, include savings achieved by having 1 staff member in the office for 3 months as a possible revenue source.

- b) Orillia Power – ½ Price Downtown Dollar Request –

Motion 5

Moved: Mariano Tulipano

Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board provide 55 ½ price Downtown Dollars to Orillia Power Corporation at a cost of \$275.00 to be funded from the Community Sponsorship account.”

Carried.

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c) Clerk's Department- EDC DMB Member Request -

Motion 6
Moved Mariano Tulipano
Seconded: Bob Willsey

“THAT the Downtown Orillia Management Board appoint Director Ron Spencer to represent the DMB on the City of Orillia’s Economic Development Committee.”
Carried.

d) Orillia Scottish Festival – Sponsorship Request

Motion: 7
Moved: Bob Willsey
Seconded: Eric Cathcart

“THAT the Downtown Orillia Management Board provide an \$180.00 sponsorship to the 36th Annual Orillia Scottish Festival to be funded from the Community Event Sponsorship account.”
Carried.

e) BIA National Conference – April 14 -17th, 2013 -

Motion 8:
Moved: Nick Raseta
Seconded: Susan Willsey

“THAT the Downtown Orillia Management Board send office staff (2) and the following board member Sarah Valiquette-Thompson, Lisa Thomson-Roop, and new office staff, to the BIA National Conference in Toronto on April 14-17th at a cost not to exceed \$2500.00 (conference registration, travel, accommodation, food)
Carried.

f) Building/Planning Department – Parking Signage –

Motion 9
Moved: Bob Willsey
Seconded: Eric Cathcart

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“THAT the Downtown Orillia Management Board approve the proposed parking sign (48”w x 36”) submitted by the City of Orillia to be placed in the walkway from West Street to Parking Lot 1”
Carried.

13. Reports

a. Financial Report –

Motion 10

Moved: Nick Raseta

Seconded: Bob Willsey

“THAT the Downtown Orillia Management Board pay the financials dated prior to January 22, 2013.”
Carried

Councillor Pete Bowen arrived at 6:40pm

Motion 11

Moved: Bob Willsey

Seconded: Eric Cathcart

“THAT the Downtown Orillia Management Board Transfer \$5000.00 from the 2012 DMB Budget to the DMB Reserves as per the 2012 DMB Budget.”
Carried.

b. Recreation Facility – West Street Makes Sense.

Consider follow-up with Mady noting that the DMB is very interested in the plans Perhaps request further information from Council and note the DMB’s disappointment in the site selection. Direction: Follow up with West Street Makes Sense for co-ordinated next steps.

c. Events Committee –

Plans for the winter promotion. FABruary in Downtown Orillia. Supported by facebook, sunshine radio co-op, package the promotions members are running, *Direction: Explore and secure wagon ride shuttle for Winter Carnival and all park events in the future (if possible).*

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d. Marketing Committee –

Motion 12

Moved: Mariano Tulipano

Seconded: Nick Raseta

**“THAT the Downtown Orillia Management Board form a Marketing Committee/Working Group consisting of the following board members:
Bob Willsey
Susan Willsey**

As well as interested BIA members.

**AND THAT Robb MacDonald be appointed as Chair of the Committee.”
Carried.**

Motion 13

Moved: Eric Cathcart

Seconded: Ron Spencer

**“THAT the Downtown Orillia Management Board sponsor the 2013 Orillia Perch Festival in the amount of \$500 Downtown Dollars.”
Carried.**

e. 2013 Meeting Schedule

Motion 14

Moved: Eric Cathcart

Seconded: Ron Spencer

**“THAT the Downtown Orillia Management Board hold regular board meeting on the 3rd Tuesday @ 6pm each month in 2013 to conduct regular board business.”
Carried.**

f. Personnel – Office Staffing

*Direction: Determine cost savings of one office staff for the past few months.
Report back to February board meeting.*

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- g. Winter Carnival –Downtown Tie In
Direction: Speak with Winter Carnival committee to have wagon rides come up the street to tie in with the event.

- h. Signing Authorities
Direction: Change to Executive Committee as per policy.

- i. Parking Advisory Committee -
Three issues: 1. Lot 11 will be paved and refurbished this year – 500 thousand. In the future send a letter from the DMB supporting a Steenhof egress if at all possible. 2. Downtown gated parking public meeting – ensure merchants attend. 3. 64 permit spots at central preschool. Concerns about what’s going to happen to those permit spots go when the site is developed.

- j. Farmers’ Market Ad Hoc Committee - No Report

- k. Heritage Designation – No Report

- l. Transit Committee – Transit Terminal location to be incorporated in the plans of the downtown revitalization plans. Terminal must continue to be located downtown.

- m. Website-

Motion 15

Moved: Eric Cathcart

Seconded: Ron Spencer

“THAT the Downtown Orillia Management Board form a website sub-committee consisting of:

1.Sarah Valiquette-Thompson

2. Mariano Tulipano

3. Bob Willsey

Carried.

Sarah Valiquette-Thompson left at 7:40 pm.

- n. Streets Alive! -
Direction: Susan will get in touch with Leslie and discuss DMB’s role further.

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- o. Façade Improvement – Appoint New Director

Motion 15

Moved: Eric Cathcart

Seconded: Ron Spencer

“THAT the Downtown Orillia Management Board appoint the following director, Mariano Tulipano to the Façade Improvement Panel, to replace outgoing director Joanne Pezzano.”

Carried.

- p. Lakehead Update - *Direction: Pass along to other BIA's in the area.*
- q. Way Finding Signage – *Direction: Send report to Councillor Pete Bowen and he'll look into it further.*
- r. Chamber Update –
New President is very strong on Shop Local priority. Focus on that message this year.

14. Deputation Motions

15. Date of Next Meeting --Tuesday February 19. –DOMB Board Room

16. Adjournment- 8:15pm